# User note

The information in this form can be used by

* adding your organisation’s logo, address and contact details, and deleting this user note
* Copying the text and adding to your own form

It has been written in plain English and meets accessibility requirements.

# Checklist for care homes

# Proxy access for ordering repeat medication

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| --- | --- | --- |
| Activity | 🗸 and notes | Available templates |
| Agree who will lead the project for your care home |  |  |
| Discuss plans with staff, GP practice manager and local pharmacy |  |  |
| Agree data sharing between care home and GP practice |  | D1 - Template - GDPR Data sharing agreement template for care homes/practice |
| Make sure all staff are up to date with information governance training |  |  |
| Tell residents/their representatives/relatives about the new way of ordering medication and encourage discussion of any concerns |  | D3 - Template - letter to residents re proxy accessD4 - Template - information leaflet for residents |
| Ask residents to sign a consent form |  | D5 - Form - care home resident consent form for access to GP online services |
| Send signed resident consent forms to the GP practice, keeping a copy in the home |  |  |
| Care home lead and staff complete the proxy access request form and send to GP practice |  | D6 - Form - proxy access request and removal of access form for care staff |
| Staff receive log-in details and activate accounts |  |  |
| Start ordering medication |  | User guides are available for each GP system |
| Put in place a procedure for dealing with breaches of confidentiality or misuse of proxy access |  |  |
| Plan for business as usual (removing staff, adding staff, training new staff, etc) and regular reviews |  |  |